



EMBASSY OF THE UNITED STATES OF AMERICA

Consular Section, Immigrant Visa Unit

Dag Hammarskjölds Allé 24

DK-2100 Copenhagen Ø

Tel: (45) 33-41-71-00 Fax: (45) 35-38-96-16

<http://denmark.usembassy.gov>

**IMPORTANT INFORMATION FOR ALL APPLICANTS
SCHEDULED FOR IMMIGRANT VISA INTERVIEWS IN
COPENHAGEN, DENMARK**

Since you have notified the National Visa Center (NVC) that you have all the documents needed in connection with your application for an immigrant visa, an appointment has been scheduled for you to come to this office on the date specified in the letter received.

All members of your family immigrating with you must appear with you on the appointment date. **If you cannot keep the appointment, please notify this office at once by letter, or by Fax: [+45] 35 38 96 16, or e-mail: CopenhagenIV@state.gov**

It may take up to 6 months to obtain a second appointment. While we cannot guarantee any particular appointment date, requests can be made NOT to reschedule during a specific period due to pre-arranged business travel. We will contact you (or your attorney) by forwarding a new appointment letter as soon as possible. Please keep in mind that we can only give notice approximately 4 weeks in advance. We try to ensure that case processing is expedited and the waiting list does not become unreasonably long for first time scheduled appointments at this Embassy.

Section 203(e) of the Immigration and Nationality Act requires that an intending immigrant pursue his or her visa application within one year from the date he or she is informed that it is possible to do so. This is our notice to you that it is now possible for you to pursue your application for a visa. If you fail to do so within one year from the date of the enclosed appointment letter, your application and any visa petition approved for you will be cancelled.

DO NOT BRING ANY OF THE FOLLOWING ITEMS TO THE EMBASSY:

- Electronic devices (such as: cell phones, laptop computers, cameras, iPods, MP3 players, etc.)
- Weapons or tools
- Backpacks, suitcases or other large bags
- Food or beverages of any kind (except for milk for babies).

THE FOLLOWING PERSONS MAY ACCOMPANY YOU TO YOUR APPOINTMENT:

- An interpreter: An applicant may bring one certified interpreter if the applicant does not speak English well enough to participate unassisted in the visa interview.
- Special Needs Assistance: An applicant may bring one person to assist the applicant if the applicant is disabled. A minor child **must** bring his/her **legal guardian**.
- Attorneys: An applicant may be accompanied by his/her attorney.

Due to the limited size of our waiting room other persons (not mentioned above or in the Appointment Letter), such as drivers, friends, extra relatives, and others, will **not** be admitted to the Consular Section.

WHEN YOU ARRIVE FOR YOUR APPOINTMENT, DO THE FOLLOWING:

1. Present your Appointment Letter to the security guards in order to gain access to the Immigrant Visa Unit in the Consular Section.

Please note: Every applicant must pass through a metal detector and all bags and other carried personal items will be passed through an x-ray machine. You may be asked to remove items like belts with metal belt buckles before passing through the metal detector. In order to reduce your waiting time at the security checkpoint, we recommend that you do not bring any unnecessary personal items to the Embassy.

2. Once you are in the consular waiting room, proceed to window 4.
3. Once you have checked in at window 4, please take a seat and wait for your name to be called. As many applicants are scheduled on the same day, you may expect several periods of waiting. Please take account of this fact when parking your car and packing suitable activities for children.

REMINDERS – REMEMBER TO BRING THE FOLLOWING:

- See the National Visa Center's guidance on document requirements for the interview.
- Please remember to bring credible evidence that you were in lawful visa status when last in the U.S. (i.e. that you did not stay beyond the time frame allowed to you) e.g. plane ticket, letter from Danish employer, bill for personal services received in Denmark.
- Please remember to bring receipt for payment of fees in connection with the medical examination performed by the panel physician (receipt for payment of: physical examination, blood tests, and x-rays).

MEDICAL EXAMINATION

All intending immigrants, regardless of age, are required to undergo a medical examination performed by one of the Embassy-appointed panel physicians in Denmark.

Complete instructions for the medical examination are contained in the instruction sheet "MEDICAL EXAMINATION OF VISA APPLICANTS" posted on this website (see: http://travel.state.gov/visa/immigrants/info/info_3739.html#Preparing_for_med_exam Select NVC Case Number "**CPN**" and click on Panel Physician List).

Remember to bring the items on the check list for your appointment with the panel physician.

PLEASE NOTE: It is your responsibility to schedule an appointment with one of the panel physicians in due time before your appointment at the Embassy.

The medical report will be forwarded directly to the Embassy.

The x-rays are handed directly to you. You do not need to bring the x-rays to the Embassy, unless you suffer from Tuberculosis (TB). However, you **must** bring the x-rays with you when you travel to the U.S.

The medical report must be less than one year old when you enter the United States as an immigrant.

MOST IMPORTANT

No assurance can be given in advance that a visa will be issued. A Consular Officer can make a decision only after your formal application and all documents are reviewed, and you have been personally interviewed by that officer.

If the immigrant visa is approved, **it will take one week** before the prepared visa can be picked up at the Embassy. Visa pick-up hours are: Tuesdays and Fridays between 2:00 p.m. and 3:00 p.m. (except for U.S. and DK holidays). Should you wish to have the visa mailed to you by registered mail, submit a self-addressed **LABEL** (that is a sticker with your **Danish** address on it - do **not** submit an envelope) and D.kr. 108 **IN STAMPS (not cash)**. Please note: The visa can **only** be mailed to a Danish address.

For your information: Neither the consulate nor the U.S. Government can accept any liability for passports or visas lost in the mail.

Should the visa **not** be approved due to some document deficiencies, you have one year to overcome the refusal. Failure on your part to take timely action will result in the termination of your case. Within one year, you should simply mail the required documents (along with a copy of the "Refusal Letter" handed to you at the time of your interview) to the Immigrant Visa Unit. You may also submit the documents in person on a Tuesday or a Friday between 2:00 p.m. and 3:00 p.m. (except for U.S. and DK holidays). Once we have reviewed the newly-submitted documents and your case, we will contact you with further information.

You are advised **not** to make any travel arrangements for departure from this country, **not** to dispose of your property, or **not** to give up your job until you have received your visa. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel and apply for admission to the United States within that 6-month period. Should police certificates and medical reports expire prior to the above-mentioned 6-month period, the visa validity will be limited accordingly.